

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES *
2. AMENDMENT/MODIFICATION NO. W601692A2/0002	3. EFFECTIVE DATE Nove 7, 1996	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY Environmental Protection Agency BID/PROPOSAL ROOM (3803F) 401 M Street, S.W. Washington, DC 20460	CODE	7. ADMINISTERED BY (If other than item 6) CODE Not Applicable.	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) To All Offerors/Bidders.		(✓)	9A. AMENDMENT OF SOLICITATION NO. W601692A2
		✓	9B. DATED (SEE ITEM 11) 10/11/96
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**SEE ATTACHED PAGES**

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) R. STEVEN FRATE	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)

Prescribed by GSA

FAR (48 CFR) 52.243

AMENDMENTS TO THE SOLICITATION**NOTE: ITEMS IN BOLD FACE HAVE BEEN MODIFIED**

1. The clause L.9 entitled "INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND COST OR PRICING PROPOSALS" has been modified. The text is as follows:

A. General Instructions

The proposal must contain all the pertinent information in sufficient detail to permit evaluation of the proposal by each factor and subfactor. The content of each volume must be sufficient in detail and scope to provide the evaluators with a clear understanding of the Offeror's approach.

The proposal must clearly and convincingly demonstrate that the Offeror thoroughly comprehends all technical requirements, including special provisions, of the RFP. The proposal must also demonstrate that the Offeror is able, willing, and competent to devote the resources necessary to meet the requirements and has valid and practical solutions for all requirements. General statements paraphrasing the requirements or parts thereof (e.g., "the Offeror understands the problem and can or will comply with the requirements of the RFP") are considered inadequate and unsatisfactory.

In preparing this proposal, the Offeror is advised that quality of information is more important than quantity. Clarity, brevity, and logical organization should be emphasized during proposal preparation. The detailed information must be included in the most logical place and summarized and referenced in other areas.

B. Proposal Submission

1. Proposals submitted in response to this RFP shall be received no later than the time and date specified on Standard Form 33 (Section A of the Request for Proposals) and at the location specified on said Form 33.

2. Proposals submitted via the U.S. Postal Service shall be addressed to:

U.S. Environmental Protection Agency
Bid/Proposal Room (3803F)
Attn: Robert J. Singman
401 M Street, S.W.
Washington, DC 20460-0001

C. Proposal Preparation

In the event any portion of the proposal is not written by a bonafide employee of the firm submitting the proposal, a certification to this effect shall be attached to the RFP package and signed by a responsible officer of the Offeror showing the person's name, employment capacity, the name of his/her firm, the relationship of that firm to the Offeror, and the portion of the proposal so written by the individual. (Refer to Section K-1 of this RFP).

D. Proposal Format

The proposal shall be prepared on standard-size 8 1/2" x 11" 100% recycled paper, single spaced, with foldouts as required. Two-sided printing is required, except on the foldouts. Each Offeror shall utilize Times New Roman 12-point type. Type size shall not be smaller than 12 characters per inch. Reduction may be used only for tables and figures, but legibility must be maintained. If foldout pages are used, they shall not exceed 11" x 17". Each foldout shall count as two (2) pages toward the page count of the appropriate volume. Margins shall not be less than one-inch at top, bottom, and sides, excluding page number. Warning: In the event an offeror exceeds the specified page limit for the Technical/Management volume, the Government will remove the excess pages from the back of the volume, and they will not be evaluated. No cost information shall be submitted in any other volume other than the Cost Volume.

1. Cover and Title Page. The Cover and Title page of each proposal must indicate the following information:

The document number and title (Volume I - Technical Proposal; Volume II - Cost Proposal);

The service nomenclature and solicitation number of the RFP;

The full company name of the offeror;

The address of the offeror;

Offeror's position regarding disclosure of proposal data in accordance with the provisions entitled "Restrictions on Disclosure and use of Data in Proposals".

2. Master Index. The Master Index must provide a single integrated index for the entire proposal. The Master Index must be placed at the beginning of each volume. This Master Index must identify each major subsection by number, title, volume, and page number. This index must also cross reference the appropriate proposal volume and paragraphs to specific RFP paragraphs. The intent of the Master Index is to assure that all requirements are addressed and easily accessible to the evaluators. Copies of the Master Index must be identical for all volumes.

3. Binders. The proposal volumes shall be provided in separate three-ring binders to permit removal of individual sections. The company name of the Offeror shall appear at the top of each page.

E. Proposal Content

Each Offeror shall submit a proposal in response to this solicitation subject to the following requirements and limitations:

<u>VOLUME</u>	<u>TITLE</u>	<u>PAGE LIMIT</u>	<u>ORIGINAL</u>	<u>COPIES</u>	<u>TOTAL</u>
I	Technical/Management	300	1	5	6
II	Cost	No Limit	1	3	4
III	Solicitation Set	N/A	1	1	2

Warning: In the event an offeror exceeds the specified page limit for the Technical/Management volume, the Government will remove the excess pages from the back of the volume, and they will not be evaluated. No cost information shall be submitted in any other volume other than the Cost volume.

TECHNICAL PROPOSAL - VOLUME I REQUIREMENTS

The technical proposal and associated references are the sole bases for evaluating the technical merits of what is offered, the degree to which the offeror's claims of performance capability are supported, and the ability of the offeror to perform in accordance with the requirements. The technical/management factors to be considered are discussed herein.

The technical proposal shall encompass the factors listed below. The evaluation of each factor will consider completeness and clarity, degree of compliance with the solicitation, and the risk of the proposed approach.

Each section shall be titled and tabbed for easy identification. Tabs will not be counted in the overall page count for the Volume. The technical proposal shall be organized as follows:

- 1.0 Technical Proposal
 - 1.0.1 Introduction
 - 1.0.2 Executive Summary
 - 1.0.3 Index
 - i. Title Page
 - ii. Table of Contents
 - iii. List of Figures
 - iv. List of Tables
 - v. List of Appendices
- 1.1 Management Approach and Personnel Qualifications
 - 1.1.1 Management Approach
 - 1.1.2 Quality Assurance
 - 1.1.3 Key Personnel
- 1.2 Technical Approach
- 1.3 Corporate Experience
- 1.4 Past Performance

Section 1.0.1 - Introduction

This section shall provide the following information concerning the company (or other business entity); date of founding, place of incorporation (if applicable), principal stockholders and key corporate officers (if a corporation), parent firm (if a subsidiary), or other ownership (individual, partnership, other), location of home and field offices, location and general

summary description of facilities, and type of work in which the firm is engaged, including a complete listing of all approved Standard Industrial Classification (SIC) codes for the company or its performing subsidiary.

Section 1.0.2 - Executive Summary

This section shall briefly summarize the approach proposed to achieve the overall performance requirements. This section should reflect the offeror's clear understanding of the requirements of the Statement of Work.

SECTION 1.1 - MANAGEMENT APPROACH AND PERSONNEL QUALIFICATIONS

1.1.1 MANAGEMENT APPROACH: The management approach should clearly indicate the lines of authority and communication among management and staff, the plan for managing projects for the Office of Federal Activities (Headquarters) and the ten (10) regional offices, the system for identifying and addressing any problems that might arise, the subcontractor management plan, and the system for controlling delivery orders.

1.1.2 QUALITY ASSURANCE: The Offerors' Quality Management Plan will be evaluated based on the Offerors' demonstrated capability and expertise for quality assurance. The Quality Management Plan shall address the following:

A statement of policy concerning the organization's commitment to implement a Quality Control/Quality Assurance program to assure generation of measurement data of adequate quality to meet the requirements of the Statement of Work (SOW) and the individual Delivery Orders (DOs) issued pursuant to the SOW; An organizational chart showing the position of a QA function or person within the organization; A delineation of the authority and responsibilities of the QA function or person and the related data quality responsibilities of other functional groups of the organization; The type and degree of experience in developing and applying Quality Control/Quality Assurance procedures to the proposed sampling and measurement methods needed for performance of the SOW and the individual DOs issued pursuant to the SOW; The background and experience of the proposed personnel relevant to accomplish the QA specifications in the SOW and the individual DOs issued pursuant to the SOW; The offeror's general approach for accomplishing the QA specifications in the SOW and the individual DOs issued pursuant to the SOW.

1.1.3. KEY PERSONNEL: The key personnel may be either a member of the prime contractor team, a consultant or subcontractor, and includes: the Project Manager, Delivery Order Officer(s); and the senior level employee(s) classified as P4 level, who will be conducting or managing the work for a given delivery order, and their work availability status under this contract. Their education, experience and expertise should be demonstrated relative to the Statement of Work for this solicitation including their role as contributors or preparers of the Offeror's technical proposal.

SECTION 1.2 - TECHNICAL APPROACH:

The Offerors will be evaluated on their demonstrated ability to recognize and address the complexities, difficulties and problems involved with the programs and tasks associated with the Statement of Work including: methods and techniques; natural, cultural and socio-economic impacts; impact avoidance, minimization and mitigation; NEPA and related laws, directives, and Executive Orders; international enforcement, compliance and environmental

impact assessment including cultural barriers; utilization of computerized and other information management systems and statistical analyses; and public/community involvement.

SECTION 1.3 - CORPORATE EXPERIENCE:

The Offerors will be evaluated on the extent of their demonstrated experience and abilities in performing work of similar scope, diversity, complexity and relevancy to the Statement of Work (SOW) including projects and activities related to: the National Environmental Policy Act (NEPA) and related laws, directives, and Executive Orders; the international arena associated with providing training and technical assistance for projects involving environmental enforcement and compliance including voluntary compliance programs, and environmental impact assessment; information management and analyses including statistical analyses; and public/community involvement.

SECTION 1.4 - PAST PERFORMANCE:

Offerors shall submit the information listed below as part of their proposal for both the Offeror and proposed subcontractors. The information may be submitted prior to the other parts of the proposal to assist the Government in reducing the evaluation period.

A. A list of the contracts and subcontracts completed during the past three (3) years and all contracts and subcontracts currently in process, which are similar in nature to this requirement. The contracts listed may include those entered into with Federal, State, Tribal and local governments, and commercial businesses which are of similar scope, magnitude, and complexity to this solicitation. Include the following information for each contract:

1. Name of contracting activity.
2. Contract number.
3. Contract title.
4. Contract type.
5. Brief description of contract or subcontract.
6. Total contract value.
7. Period of performance.
8. Contracting officer and telephone.
9. Program manager and telephone.
10. Administrative contracting officer, if different from #8, and telephone.
11. List of major (over \$500,000) subcontractors (if applicable).

B. Offerors shall not provide general information on their performance on the identified contracts. General performance information will be obtained from the references. If no response is received from a reference, the Government will make an attempt to contact another reference identified by the Offeror, to contact a reference not identified by the Offeror, or to complete the evaluation with those references who responded. If none of the references respond, an Offeror will receive a neutral score. Attempts to obtain responses will not go beyond two telephonic messages and/or written requests from the Government.

C. If negative feedback is received from an Offeror's reference, the Government will compare the negative response to the Offeror's other references to note differences. A score will be assigned appropriately to the Offeror based on the information received. Negative and/or positive responses will only be revealed to an Offeror during post-award debriefings.

D. Offerors must send Client Authorization Letters (Attachment 3) to each reference listed in their proposal to assist in the timely processing of the past performance evaluation.

If an Offeror has no relevant past performance history, an Offeror must affirmatively state that it possess no relevant directly related or similar past performance. If an Offeror does not indicate whether past performance history exists, the Offeror's proposal may be considered ineligible for award.

Client Authorization Letters should be mailed to individual references no later than five (5) working days after proposal submission. The Offeror should forward a copy of the Client Authorization Letter to the Contracting Officer simultaneously with mailing to references.

E. The Offeror may describe any quality awards or certificates that indicate the Offeror possesses a high-quality process for developing and producing the product or service required. Such awards or certifications include, for example, the Malcolm Baldrige Quality Award, other Government quality awards, and private sector awards or certifications. Identify the segment of the company (one division or the entire company) which received the award or certification. Describe when the award or certification was bestowed. If the award or certification is over three (3) years old, present evidence that the qualifications still apply.

F. Each Offeror will be evaluated on performance under existing and prior contracts/subcontracts for services similar in scope, magnitude, and complexity to this requirement. Performance information will be used for both responsibility determinations and as an evaluation factor against which Offerors' relative rankings will be compared to assure the best value to the Government. The Government will focus on information that demonstrates quality of performance relative to the size and complexity of this procurement. The Past Performance Questionnaire (Attachment 4) will be used to collect this information. References other than those identified by the Offeror may be contacted by the Government and used in the evaluation of the Offeror's past performance.

VOLUME II - COST PROPOSAL REQUIREMENTS

The cost volume of the proposal will present the offeror's understanding of the RFP's requirements and the offeror's ability to organize and to perform the work efficiently. The evaluation will be based on an analysis of the realism and completeness of the cost proposal, and traceability of the cost to the offeror's technical proposal and the proposed allocation of man-hours and labor mix. Pertinent cost information, including but not limited to EPA/DCAA's recommended rates for such costs as direct labor, overhead, G&A, etc., as necessary and appropriate, will be used to arrive at the Government's

determination of the actual/most probable costs to be incurred under this contract. If the proposed costs are considered to be unrealistic, including unrealistic labor and indirect rates, the offeror's proposed rates may be adjusted upward or downward to reflect more realistic costs. Based on this analysis, a projected cost for the offeror will be calculated to reflect the Government's estimate of the offeror's actual/probable costs. Therefore, any inconsistency, whether real or apparent, between the promised performance and cost or price should be explained in the cost volume. The burden of proof for cost credibility rests with the offeror.

A fixed-rate indefinite delivery/indefinite quantity (ID/IQ) type contract will result from this solicitation. Proposals submitted on a basis other than ID/IQ will be ineligible for award. Selected cost/price information shall be submitted so that EPA can determine whether the offeror understands the effort required by the solicitation.

In addition to a hard copy of the information, to expedite review of your proposal, you are requested to submit a computer disk containing the financial data required under 1552.215-73(b)(2) - (b)(9), if this information is available using a commercial spreadsheet program on a personal computer. Please indicate the software program used to create this information. Offerors should include the formulas and factors used in calculating the financial data on the disk as well as the basic financial information. Although submission of the computer disk will expedite review, failure to submit the disk will not affect consideration of your proposal.

NOTE: OFFERORS ARE REMINDED THAT VOLUME II - COST PROPOSAL AND THE OFFEROR'S SIGNED COPIES OF THE RFP AND ALL AMENDMENTS THERETO ARE TO BE SUBMITTED IN A SEALED ENVELOPE SEPARATE FROM THE TECHNICAL PROPOSAL. NO COST INFORMATION IS TO BE PRESENTED IN THE VOLUME I - TECHNICAL PROPOSAL.

The Cost Proposal shall be organized as follows. Each section shall be titled and tabbed for easy identification.

Section 2.0 - Cost Volume Outline

- i. Title Page
- ii. Table of Contents
- iii. List of Figures
- iv. List of Tables
- v. List of Appendices

Section 2.1 - Summary Cost Data

- 2.1.1. Submission of Cost Data, Prime Contractor
- 2.1.2. Submission of Cost Data, Subcontractor
- 2.1.3. Management Reductions
- 2.1.4. Small and Disadvantaged Business Plan
- 2.1.5. Exceptions
- 2.1.6. Equal Opportunity Review

Enumerated below is a brief outline of the minimum requirements for each section and subsection of the Cost Proposal.

Section 2.1.1. - Submission of Cost Data, Prime Contractor

(1) General - Submit cost or pricing data, prepared in accordance with FAR 15.804 and the following:

(I) Clearly identify separate cost or pricing data associated with any:

(A) Options to extend the term of the contract; and/or

(B) Major tasks, if required by the special instructions.

You may indicate the above cost or price detailed data in narrative form or on a spread sheet, provided that all cost or pricing data is adequately and clearly described.

(ii) Clearly identify all costs and data in support of the proposed cost/price. Include the index required by FAR 15.804, Table 15-2 Paragraph 4.

(iii) Submit a current financial statement, including a balance sheet and a statement of profit and loss for the last completed fiscal year. Specify resources available to perform the contract without assistance from any outside source. If sufficient resources are not available, indicate in your proposal the amount required and the anticipated source (i.e., bank loans, letter or lines of credit, etc.).

(iv) If other divisions, subsidiaries, a parent or affiliated companies will perform work or furnish materials under this proposed contract, please provide the name and location of such affiliate and your intercompany pricing policy. Separately identify costs and supporting data for each such entity proposed.

(v) If the contract schedule includes a "Fixed Rates for Services" clause, please provide in your cost proposal a schedule duplicating the format in the clause and include your proposed fixed hourly rates per labor category for the base and any optional contract periods.

(vi) If the contract includes the clause at EPAAR 1552.232-73, "Payments--Fixed-Rate Services Contract," or the clause at FAR 52.232-7, "Payments Under Time and Materials and Labor-Hour Contracts," include in your cost proposal the estimated costs and burden rate you will apply to materials, other direct costs, or subcontracts. The Government will include these costs as part of its cost proposal evaluation.

(vii) Whenever subcontractor effort is included in the proposed costs, the prime contractor shall include an additional supporting cost summary consolidating all costs (both contractor and subcontractor) by element for each contract period.

(2) Direct Labor.

(I) Attach support schedules indicating types or categories of labor together with labor hours for each category, indicating rate of compensation. Indicate the method used in computing the labor rate. If individual labor rates are proposed, give employee names.

(ii) Indicate whether current rates or escalated rates are used. If escalation is included, state the degree (percent) and methodology. The

methodology shall include the effective date of the base rates and the policy on salary reviews (e.g. anniversary date of employee or salary reviews for all employees on a specific date).

(iii) State whether any additional direct labor (new hires) will be required during the performance period of this acquisition. If so, state the number required.

(iv) With respect to educational institutions, include the following information for those professional staff members whose salary is expected to be covered by a stipulated salary support agreement pursuant to OMB Circular A-21.

(A) Individual's name;

(B) Annual salary and the period for which the salary is applicable;

(C) List of other research projects or proposals for which salary is allocated, and the proportionate time charged to each; and

(D) Other duties, such as teaching assignments, administrative assignments, and other institutional activities. Show the proportionate time charged to each. (Show proportionate time charged as a percentage of 100% of time for the entire academic year, exclusive of vacation or sabbatical leave.)

(v) The level of effort for each position is to be proposed in work years. A work year is considered to consist of 2080 hours inclusive of direct and indirect time (40 hours per week x 52 weeks per year = 2080 hours). Your proposal must identify proposed work years and clearly identify how many hours in each work year are direct (i.e. productive working hours) and how many are indirect (i.e. paid absences). If your company policy includes a different base work week, your total available hours would be different. For example, if your company's policy calls for a 37.5 hour work week, you would deduct your paid absences from 1950 hours (37.5 hr/wk x 52wks/yr = 1950 hrs). It should also clearly identify the paid absences as to how many hours are for holiday and how many hours are for vacation and sick leave. The amount of indirect time (paid absences) identified in your proposal must be consistent with company policy and must allow for the ten Federal Government holidays.

(3) Indirect costs (overhead, general, and administrative expenses).

Unless your proposed indirect rate(s) have recently been accepted by a contracting agency of the Government, provide detailed supporting computations. These computations may include historical as well as budgeted data. Indicate whether your computations are based upon historical or projected data. If your rates have been recently approved, include a copy of the agreement. If the agreement does not cover the projected performance period of the proposed effort, provide the rationale and any estimated rate calculations for the proposed performance period.

(4) Travel expense.

(I) Attach a schedule illustrating how travel was computed. Include a breakdown indicating the number of trips, number of travelers, destination, purpose and cost.

(ii) If the solicitation specifies the amount of travel costs, this amount is exclusive of any applicable indirect cost and fee.

(5) Consultant service.

Identify the contemplated consultants. State the amount of service estimated to be required and the consultant's quoted daily or hourly rate.

(6) When the cost of a subcontract is substantial (25 percent of the estimated contract value or \$10,000, whichever is less), include details of subcontract costs in the same format as the prime Contractor's costs. Include a cost or price analysis of the subcontract costs in accordance with FAR 15.806-1(a)(2).

(7) Equipment (not including special equipment).

(I) If direct charges for use of existing contractor equipment are proposed, provide a description of these items and details of the basis of such charges.

(ii) If equipment purchases are proposed, provide a description of these items, details of the proposed costs (including at least three price quotes), and a justification as to why the Government should furnish the equipment or allow its purchase with contract funds.

(iii) Identify Government-owned property in the possession of the offeror or proposed to be used in the performance of the contract, and the Government agency which has cognizance over the property.

(8) Facilities and special equipment, including tooling.

(i) If special purpose facilities or equipment is being proposed, provide a description of these items, details of the proposed costs including competitive prices, and a justification as to why the Government should furnish the equipment or allow its purchase with contract funds.

(ii) If fabrication by the prime Contractor is contemplated, include details of material, labor, and overhead.

(9) Other Direct Costs.

(i) Attach a schedule detailing how other direct costs were computed. Identify the major ODC items that under your accounting system would be a direct charge on any resulting contract.

(ii) If the solicitation specifies the amount of other direct costs, this amount is exclusive of any applicable indirect cost and fee.

(iii) Contractor Unique ODCs - All other direct costs shall comply with FAR Part 31.

2.1.2. Submission of Cost Data, Subcontractor

Detailed cost information shall be provided for any proposed major subcontract estimated to be more than \$500,000. This detailed information may be provided separately to the EPA if the subcontractor does not wish to

provide this data to the prime contractor. Cost data provided separately by a subcontractor must be received by the time, date, and at the location specified in the receipt of proposals (See BlK (9) of the Standard Form 33). The terms of the Section L provisions entitled "Late Submissions, Modifications, and Withdrawals, of Proposals" apply to the receipt of any subcontractor submitted data. The subcontractor's package should be clearly marked with the RFP number, the name of the prime offeror and a statement that the package is subcontractor data relevant to the proposal from the prime offeror.

The prime offeror shall indicate potential subcontractor competition, rationale for selection of probable source(s), and the reasons why the costs are considered reasonable. The prime offeror shall furnish analyses of subcontractor costs performed. Subcontractor information shall include, as a minimum, the following information:

- (1) Proposed subcontractor, address and place of performance;
- (2) Description of supplies/services to be subcontracted;
- (3) Anticipated subcontract value; and
- (4) Type of subcontract to be used.

Note that the Offeror shall select subcontractors (including suppliers) on a competitive basis to the maximum practical extent. (Reference FAR Clause 52.244-5) (Apr 1984).

2.1.3 Management Reductions

Management reductions to proposed costs must be fully explained. For example, if an offeror makes a management reduction which makes its offer or portions of its offer below anticipated costs, the offeror shall identify where (i.e. which elements of costs) the proposed management reductions will be made.

(Note: Statements such as "support will be provided later" are unsatisfactory.)

Section 2.1.4 Small and Small Disadvantaged Business Plan

The Small Business/Small Disadvantaged Business Subcontracting Plan shall be prepared in accordance with FAR 19.704. **An original and one (1) copy of the plan is to be submitted to EPA with the Solicitation Set Volume.**

In the plan, the offeror is encouraged to abide by the following percentages for the total subcontracting dollars:

- 30% allocated to Small Businesses
- 20% allocated to Small Disadvantaged Businesses
- 5% allocated to Women-Owned Businesses

The Offeror's attention is directed to the Clause in Section I, Clause 52.219-9 entitled "Small Business and Small Disadvantaged Business Subcontracting Plan (August 1996)." This clause requires that the plan be

made part of any contract resulting from the solicitation.

Section 2.1.5 Exceptions

This section shall consist of any exceptions the offeror has to terms or conditions of the solicitation. Offerors are reminded that exceptions to the solicitation are discouraged because they may result in the proposal being determined to be a non conforming counteroffer. Any exceptions to the terms and conditions of the solicitation shall be addressed in the event discussions are held. Offerors should be aware that the appropriate time to request clarifications or exceptions to the terms and conditions of the contract as set forth in the RFP, is during the proposal preparation stage before proposals are submitted. Note: Offerors may submit written questions during the proposal preparation period. It is requested that all questions be received fifteen (15) calendar days after the date of this solicitation to allow the EPA adequate time to prepare and issue responses to all offerors prior to the date and time set for receipt of proposals. EPA will continue to accept questions up to the closing date of the solicitation; however time may not permit responses to questions received less than fifteen (15) calendar days after the date of this solicitation. Only written questions will receive a response. It is required that each question should include the document name, document date, specific page, paragraph, clause or other definitive citation requiring clarification. All questions should be directed to the Contract Specialist.

Section 2.1.6 Equal Opportunity Review

Each offeror shall provide as part of their offer a list of first tier subcontractors whose estimated subcontractor value exceeds \$1,000,000. This list shall include the company's name, address, and estimated subcontractor value.

VOLUME III - SOLICITATION SET

This volume is to be composed of two (2) completed, original signed and dated copies of the solicitation set and any amendments issued. The loose leaf solicitation sets shall be individually wrapped in either paper or biodegradable plastic. Each set shall be clearly identified by a label applied to the outside wrapper which contains the information required for a cover page.